



বাংলাদেশ ইসলামী বিশ্ববিদ্যালয়
جامعة بنغلاديش الإسلامية
BANGLADESH ISLAMI UNIVERSITY

BIU

Academic Guideline

&

LIBRARY POLICY

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PREFACE

This Academic Guideline is the most significant part of Standing Operating Procedure (SOP) of the university. This guideline entails how the academic activities of the university will be run to achieve the desired standard and contemplated goal of the university. It includes details of admission policy, academic calendar, course pattern and credit structure, examination policy, grading system, conduct and discipline, student fees structure and waiver of tuition fees etc. It also includes library policy in which library organization and operations, charter of duties of library staff and library management policy. At the end course appraisal sample, book borrow request card, book card, library card and membership form, etc. are attached. There is an amendment sheet also included at last which will be used for recording necessary amendment if any. This guideline may be reviewed with the review of the SOP of the university with the instruction of the authority after a certain period of time. Academic Guidelines has included all possible direction to steer the day-to-day routine and special affairs of the university and will be used along with Operating Principles and any other order/instruction circulated by the appropriate authority. In case of any ambiguity necessary clarification will be given by the concerned authority.



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ACADEMIC GUIDELINES

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ACADEMIC GUIDELINES

Preamble

This part will encompass the details of the Academic Guidelines and Library Policy.

Academic Guidelines

1.1 In this chapter, guidelines about all academic issues related to the admission, academic calendar, curriculum, course system, registration system, general policy, control of exam and others have been discussed.

Admission

1.2 **Admission Wing.**It will be responsible for all admission matters under the supervision of registrar and through lateral co-operation with the faculties. Admission wing responsibilities are as follows:

- 1.2.1 Circulation, Admission form distribution and Short listing of candidates;
- 1.2.2 Seat Plan, Invigilators duty plan and Conduct the Admission test;
- 1.2.3 Result compilation and result publication;
- 1.2.4 Maintenance of the Secrecy of the admission process and results; and
- 1.2.5 Admission/Enrollment/Registration of students.

1.3 **Eligibility of Students to apply for Admission in Undergraduate Program(Engineering Programs).**

1.3.1 SSC/Dakhil and HSC/Alim Examinations: HSC/Alim or equivalent examination in Science Group with Mathematics, Physics and Chemistry scoring minimum GPA 3.0 for each. The sum total GPA of SSC/Dakhil and HSC/Alim should be minimum 7.0(with additional subject).

1.3.2 GCE Applicants

1.3.2.1 **O Level.**Minimum C Grade in five subjects including, Mathematics, Physics and Chemistry (in the scale of A=5, B=4, C=3, D=2 and E=1).

1.3.2.2 **A Level.**Minimum C Grade in 2 subjects including Mathematics, Physics/ Chemistry

1.3.2.3 The sum total of GPA in GCE A and O level should be 6.

1.3.2.4 The candidates with E grade in any subject will not be considered.

1.4 Eligibility of Students to apply for Admission in Undergraduate Program (Non-Engineering Programs). Bachelor of Business Administration (BBA), Bachelor of Arts (Hons) in English and Bachelor of Law (LLB)-

1.4.1 SSC/Dakhil and HSC/Alim Examination: Minimum GPA of 3.00 in HSC or equivalent examination. The sum total of GPA of HSC/Alim and SSC/Dakhil should be minimum 6.5. (With additional subject).

1.4.2 GCE Applicants.

1.4.2.1 **O Level:** Minimum C Grade in five subjects including, Mathematics, Physics and Chemistry (in the scale of A=5, B=4, C=3, D=2 and E=1).

1.4.2.2 **A Level:** Minimum C Grade in 2 subjects.

1.4.2.3 The sum total of GPA in GCE A and O level should be 6.

1.4.2.4 The candidates with E grade in any subject will not be considered.

Note:

- a. 3% of the total seats are reserved for the children of Freedom Fighters and tuition fee waiver.
- b. 10% Tuition Fee waiver will be applicable for the Children/Spouse of Armed Forces personnel.

1.5 Syllabus for Admission Test.

1.5.1 Engineering Programs.

A Written and MCQ test will be conducted on Mathematics, Physics, Chemistry and English (Comprehension and Functional) as per the syllabus of HSC. The test will be of 100 marks and 2 hours duration. The distribution of marks is given below:

Sl.	Subjects	Marks
1.	Mathematics	40
2.	Physics	30
3.	Chemistry	20
4.	English	10
	Total	100

1.5.2 Non-Engineering Programs.

1.5.2.1 **Bachelor of Business Administration (BBA).** A written and MCQ test will be conducted on Bangla, English (as per the syllabus of HSC), ICT, General Knowledge and Analytical Ability. The test will be of 100 marks and 2 hours duration. The distribution of marks is given below for different Department students:

Question Pattern		
Business	Science	Arts
Bangla: 10	Bangla: 10	Bangla: 10
English: 30*	English: 30*	English: 30*
ICT: 10	ICT: 10	ICT: 10
Principles of Business: 25	Math: 40	General Knowledge: 40
Accounting: 25	Analytical Ability: 10	Analytical Ability: 10

*Thirty marks for English will be divided into two parts i.e. MCQ-10 and Written-20. In the written part, students will answer two questions. The written questions will consist of essay, paragraph on any recent issue. MCQ pattern will be followed in all other parts of the test.

1.5.2.2 **Bachelor of Arts (Hons) in English.** A written and MCQ test will be conducted on Bangla, English (as per the syllabus of HSC) and General Knowledge. The test will be of 100 marks and 2-hour duration. The distribution of marks is given below:

Ser	Subjects	Marks
1.	English (MCQ & Descriptive)	65
2.	Bangla	25
3.	General Knowledge	10
	Total	100

1.5.2.3 **Bachelor of Law (LL.B).** The test will be of 100 marks and 2 hours duration. Total 100 Marks will be divided into two parts i. e. MCQ 50 marks and Written 50 marks. The distribution of marks is given below:

Category	Distribution of Marks
History of Bangladesh	10
General Knowledge (Current Bangladesh Affairs)	15
General Knowledge (Current International Affairs)	15
Basic Legal and Constitutional Concepts	20
English Grammar and Vocabulary	20
English Paragraph Writing (within 200 words)	20
Total	100

1.6 **Final Selection.** Selection is exclusively based on merit in Admission Test:

Details	Percentage
Descriptive and MCQ Admission Test	100 %

1.7 **Cancellation of Admission**.The cancellation of admission is not permissible. However, on special circumstances, such cancellation may be considered as per the following guidelines:

Ser	Description	Refundable
1.	Before commencement of the classes	100% of the Establishment Fee and 100% of the Semester Fee
2.	Within the 1 st Week of commencement of the classes	The Caution money, 75% of the Establishment Fee and the Semester Fee.
3.	Within 2 weeks of commencement of the classes	The Caution money, 50% of the Establishment Fee and the Semester Fee.
4.	After 2 weeks of commencement of the classes	Caution Money Only

Academic Calendar

1.8 **Terms and Duration**.There will be two Terms; Term I and Term II. Term I will be of 24 weeks and Term II will be of 28 weeks (Total 52 weeks). An Academic Calendar will be provided to all the enrolled students to make them familiar to all academic events. The holidays will also be included in the calendar.

1.9 **Annual Terms Plan**.Duration of Term I and Term II will be as follows:

Term I.

Ser	Events	Duration
1.	Classes before Mid Term	7 weeks
2.	Mid Term Break	1 week
3.	Classes after Mid Term	7 weeks**
4.	Lab Test Week	1 week
5.	Preparatory Leave	2 weeks
6.	Term Final Examination	3 weeks
7.	Result Publication and Term End Vacation	3 weeks
	Total	24 weeks

Term II.

Ser	Events	Duration
1.	Classes before Mid Term	7 weeks
2.	Mid Term Break	1 week
3.	Classes after Mid Term	7 weeks**
4.	Lab Test Week	1 week
5.	Preparatory Leave	2 weeks
6.	Term Final Examination	3 weeks
7.	Result Publication and Term End Vacation	3 weeks
8.	Industrial Training and Survey Practical	4 weeks*
	Total	28 weeks

Note: 1. Applicable for Engineering Dept Only*

2. For Non-Engineering departments, Mid Term exam will be conducted in the first week after the Mid Term break**.

3. Those who will not be able to clear any of the courses (only theoretical) of any discipline in a particular Term (Term I and Term II) will be required to appear at the referred examination (Re-examination) for fulfilling the condition as per policy to clear the subject(s).

Course Pattern and Credit Structure

1.10 The undergraduate program is covered by a set of theoretical courses along with a set of laboratory (sessional) courses to support them. Various related guidelines are as follows:

1.10.1 **Course Designation System.** Each course is designated by a maximum of four letter code identifying the department offering the course followed by a three/four digit number having the following interpretation:

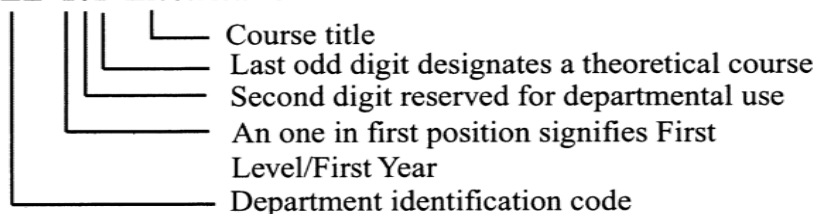
1.10.1.1 The first digit corresponds to the year/level in which the course is normally taken by the students.

1.10.1.2 The second digit is reserved for departmental use. It usually identifies a specific area /group of study within the department.

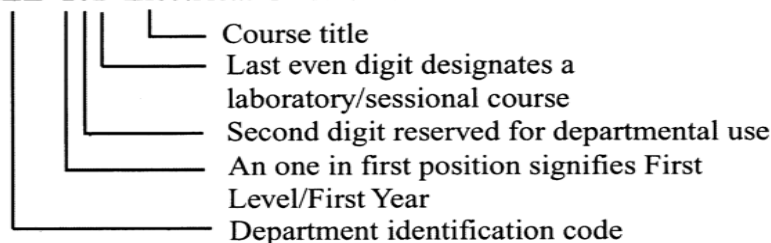
1.10.1.3 The last digit is an odd number for theoretical courses and an even number for sessional courses.

1.10.1.4 The course designation system is illustrated as Follows:

EEE 101 Electrical Circuit I



EEE 102 Electrical Circuit I Sessional



1.11 **Types of Courses.** The courses included in the undergraduate curricula are divided into the following groups:

1.11.1 **Core Courses.** In each discipline, a number of courses are identified as core courses, which form the nucleus of the respective bachelor's degree program. A student has to complete all of the designated core courses of his discipline

1.11.2 **Prerequisite Courses.** A prerequisite course is one of the core courses, which should be completed before taking some other course(s).

1.11.3 **Optional Courses.** Apart from the core courses a required number of optional courses from a specified group have to be chosen.

1.12 **Assignment of Credits.** The assignment of credits to a theoretical course follows a different rule from that of a sectional course.

1.12.1 For Theoretical Courses, one lecture per week per term is equivalent to one credit.

1.12.2 For Sessional Courses, 2 sessional contact hours per week per term is equivalent to one (01) credit.

1.12.3 Credits are also assigned to project and thesis work taken by the students. The amount of credits assigned to such work varies from one discipline to another.

1.13 **Course Appraisal and Lesson Plan.** All faculty members must have to prepare their respective Course Appraisal and Lesson plan for the entire course before the semester begins. They are advised to leave a copy of the Course Appraisal set to the Head of the Department for review by the Course Committee. A guideline on the format of Course Appraisal has been attached in Annexure A to Part 6, Chapter 1.

1.14 **Student Mentoring.** Besides the respective faculty of each subject/ program, every student will have a designated mentor. Students will interact with his/ her mentor to discuss the academic progress, difficulties and all other issues relating to their performances. There is definite guideline issued, which specifies the modalities and frequency of mentoring, advising and interactions.

Conduct of Examination

1.15 **Exams.**

For engineering departments, Class tests and Term final exam will be conducted for theory courses and Sessional Exams will be conducted for sessional courses.

For Non-Engineering Departments, Class tests, Mid-term exam and Term final exam will be conducted for all courses.

1.15.1 **Class Test/Quiz/Presentation.** Class tests are conducted by the Course Teachers in the class-room. A total of $n+1$ class test will be conducted, where n is the number of credits of the course. Evaluation of performance will be based on best n class tests. For example: 4 class tests will be conducted for 3 credit courses; Evaluation of performance will be based on best 3 class tests. The Class tests will carry a weightage in the final assessment.

1.15.2 **Mid Term Exam(Only for Non-engineering departments).** Mid-term exam will be conducted by the Control of Exam after the Mid-term break. Duration of Mid-Term exam will be of 1 hour. The Mid Term Exam will carry a weightage in the final assessment.

1.15.3 **Term Final Exam.** The students will get 2 weeks preparatory leave for the Term-Final exam after 14 weeks of classes. The Term-Final examination will be conducted for 3 weeks by the Control of Exam. The duration of the Final Exam will be 1x hour/credit but not exceed 3x hours (in case of additional credits). The Term Final Exam will carry a weightage in the final assessment.

1.15.4 **Practical/Sessional Exams(Only for Engineering departments).** For Lab/Project based sessional, Lab test or Project defence, Viva voce and Written test/Quiz of total 60% weightage will be conducted by the concerned faculty members. For programming based sessional, online tests and viva voce of total 60% weightage will be conducted by the concerned faculty members.

1.16 **Tabulation and Result Publication.** The Answer scripts will be checked by the instructor. The instructor/teacher of the concerned courses shall send the same to their Heads of Departments, who shall send the same to the Controller of Examination (CoE) office under their signatures. The office of the CoE shall notify the consolidated results accordingly.

The Grading System

1.17 **The Letter Grade.** The total performance of a student in a given course is based on a scheme of continuous assessment, for theory courses this continuous assessment is made through a set of quiz, class evaluation, class participation, presentation, homework assignment, term paper and a term final examination. The assessments for laboratory courses are made by evaluating performance of the student at work during the class, viva-voce during laboratory hours and quiz. Besides that, at the end there will be a final lab test. A student's Performance is measured by the number of credits completed satisfactorily and by the weighted average of the grade points earned. Letter grades and corresponding grade points will be given as follows (following the UGC specified standard):

Numerical Markings	Grade	Grade Points
80% and above	A+	4.00
75% to below 80%	A	3.75
70% to below 75%	A-	3.50
65% to below 70%	B+	3.25
60% to below 65%	B	3.00
55% to below 60%	B-	2.75
50% to below 55%	C+	2.50
45% to below 50%	C	2.25
40% to below 45%	D	2.00
Below 40%	F	0.00
Incomplete	I	-
Withdrawal	W	-
Project/ Thesis continuation	X	-

*Subject in which the student gets F grade shall not be regarded as earned credit hours for the calculation of Grade Point Average (GPA).

1.18 **Distribution of Marks.** The guidelines on Marks distribution are as follows:

1.18.1 **Faculty of Engineering**

a.**For Theory Courses.** Thirty percent (30%) marks of theoretical course shall be allotted for continuous assessment, i.e. quiz, class tests, home assignments, class evaluation and class participation and 70% shall be allotted to the Term Final Examination. The Final examination is conducted centrally by the University. Distribution of marks for a given course is as follows.

Category	Marks
Class participation/Presentation skill	5
Class performance	5
Homework/Assignment	5
Class tests	15
Final Examination (Maximum 3 Hours)	70
Total	100%

Note: The number of class tests of a course shall be $n+1$ where n is the number of credits of the course. Evaluation of performance in class tests will be on the basis of the best n class test. The theme of continuous assessment that a particular teacher wishes to follow for a course will be explained the course outline on the first day of the Term.

b.**For Sessional Courses.**The marks for the Sessional Courses will be distributed according to the type of the sessional course. The distribution of marks for three types of sessional is given below:

Marks distribution of Lab/Project based sessional less Dept of CSE

Category	Marks
Lab test/ Project	30
Written test/Quiz	20
Viva voce	10
Attendance	10
Data Sheet/Home Assignment/Report	10
Class Performance/Continuous Evaluation	20
Total	100 %

Marks distribution of Programming based sessional (For Dept of CSE only)

Category	Marks
Online-1	25
Online-2	25
Viva voce	10
Attendance	10
Continuous Evaluation	10
Class Performance	20
Total	100 %

1.18.2 **Dept of Business Administration**

Category	Marks
Attendance	05
Class Performance	05
Class Test (At least 4)	10
Assignment/Term Paper	05
Case/ Quiz/Presentation/Viva	05
Mid-Term Examination (1 hour)	20
Final Examination (3 hours)	50
Total	100 %

1.18.3 **Dept of English.**

Category	Marks
Class Participation	5
Spot Test/ Class Test/Tutorial/In course	5
Class Attendance	5
Assignment/Homework	5
Presentation	5
Term Paper	5
Mid Term Examination	20
Final Examination	50
Total	100 %

1.18.4 **Dept of Law.**

Category	Marks
Attendance	05
Assignment	10
Tutorial	05
Term Paper	05
Mid-Term Examination (1 hour)	25
Final Examination (3 hours)	50
Total	100 %

1.19 **Attendance.** Following guidelines are to be adjusted to:

1.19.1 Engineering/Non-Engineering Dept/Programs

1.19.1.1 All students are required to attend 80% of the classes for all courses.

1.19.1.2 In case of sickness 70% attendance may be considered by the VC with proper medical documents provided by the student.

1.19.1.3 Students failing to attend 80% classes are liable to pay a fine of Tk. 2000/- per course.

1.19.1.4 Students not eligible to sit for exam of a particular Course due to poor attendance; Their concerned course will be deleted from the Admit Card.

1.19.1.5 A student will not be entitled to Vice Chancellor or the Dean's list of the Semester, in case he/she has not attended 90% of the classes. S/he will also not be considered for any Scholarship/Waiver provide by the University.

1.19.2 The guidelines for attendance marks are as follows:

Category	Marks
For Theory Courses	5
For Sessional Course	10

The attendance marks distribution for the final assessment is as following:

Attendance (100)	Theory (05) Marks	Sessional (10) Marks
90% & above	05	As per earned percentage (%) of Attendance.
85%-89%	4.5	
80%-84%	04	
75%-79%	3.5	
70%-74%	03	
Below 70%	00	

1.20 **Earned Credits.** The courses in which a student has obtained D or a higher Grade will be counted as credits earned by him/her. Any course in which a student has obtained F grade will not be counted towards his/her earned credits. A student who obtains F grade in a Core Course in any term, he will have to appear at referred exam.

If a student obtains F grade in an Optional Course., he/she may choose to appear the referred examination or to take a Substitute Course if available. F grades will not be counted for GPA calculation but will stay permanently on the Grade Sheet and Transcript.

1.21 **Calculation of CGPA.** Grade Point Average (GPA) is the weighted average of the grade points obtained of all the courses passed/completed by a student. For example, if a student passes/completes n courses in a term having credits of $C_1, C_2, \dots, C_n$ and his grade points in these courses are $G_1, G_2, \dots, G_n$ respectively, then

$$\begin{aligned}
 \text{GPA} &= \frac{\text{Grade points earned in the semester}}{\text{Credits completed in the semester}} \\
 &= \frac{\text{Summation of (credit hours in a course x Grade point earned in that course)}}{\text{Total number credit hours completed}} \\
 &= \frac{\sum_{i=1}^n C_i * G_i}{\sum_{i=1}^n C_i}
 \end{aligned}$$

The Cumulative Grade Point Average (CGPA) is the weighted average of the GPA obtained in all the terms passed/completed by a student. For example, if a student passes/ completes n terms having total credits of TC₁, TC₂, ... , TC_n and his GPA in these terms are GPA₁, GPA₂,... , GPA_n, respectively then

$$CGPA = \frac{\sum_{i=1}^n TC_i * GPA_i}{\sum_{i=1}^n TC_i}$$

1.22 **Numerical Example of GPA Calculation.** Suppose a student has completed eight courses in a term and obtained the following grades:

Course	Credit C _i	Grade Points	G _i	C _i *G _i
EEE-101	3.00	A	3.75	11.25
EEE-111	0.75	A+	4.00	3.00
MATH-141	3.00	A-	3.50	10.5
PHY-103	3.00	B+	3.25	9.75
HUM-101	3.00	A	3.75	11.25
HUM-102	1.50	A	3.75	5.625
CSE-101	3.00	A	3.75	11.25
CSE-101	3.00	A-	3.50	10.5
CSE-104	1.50	B+	3.25	4.875
Total	21.75			78

$$GPA = \frac{78}{21.75} = 3.586$$

1.23 **Numerical Example of CGPA Calculation.** Suppose a student has completed four terms and obtained the following GPA:

Level	Term	Earned credit hours	Earned GPA	TC _i *GPA _i
		TC _i	GPA _i	
1	I	21.75	3.75	81.5625
2	II	20.75	3.61	74.9075
3	I	19.50	3.21	62.595
4	II	21.00	2.98	62.58
Total		83		281.645

$$CGPA = \frac{281.645}{83} = 3.3$$

1.24 **Minimum Earned Credit and GPA Requirement for Obtaining Degree.** A minimum grade point average (GPA) is essential for satisfactory progress. A minimum number of earned credits also have to be acquired in order to qualify for the degree. They must have to earn the total credit offered by the department to obtain the degree. The minimum CGPA requirement for obtaining a Bachelor's degree is 2.25.

General Policy

1.25 **Registration Procedures.** Registration will be done at the beginning of each Term/Semester. The guidelines on Registration are as follows:

1.25.1 The date, time and venue of registration will be announced in advance by the Registrar's Office.

1.25.2 Students having outstanding dues to University or hall of residence shall not be permitted to register. They have to clear their dues and get a clearance certificate, on the production of which, they will be given the necessary Registration Forms to complete registration.

1.25.3 Each student will fill up his/her Registration Form consulting with his/her adviser.

1.25.4 After getting approval of their adviser, the original copy of the Registration Form will be submitted to the Registrar's Office. The student will be registered on payment of prescribed registration fees along with the Forms. Then the requisite number of photocopies will be made by the Registrar's Office for distribution.

1.25.5 It is absolutely necessary that all students register for the courses at the specified time. Late registration is, however, permitted during the first week on payment of a late registration fee.

1.26 **Re- examination/Referred Examination.**

1.26.1 Students failing in maximum of two theoretical courses in the Final Examination in any Term will be promoted to the next Term and he/she will be allowed to appear at the re-examination on failed course(s)/subject(s) at the end of that Term as per academic schedule. He/she must have to apply to appear at the re-examination.

1.26.2 Students at all levels will be allowed to appear at the referred/re-examination on maximum two regular courses/subjects excluding the “Backlog” one.

1.26.3 When a student will appear at re-examination in which he/she previously obtained F grade, he/she will be eligible to get a grade as earned in such a course. A fee has to be paid by the students to register and appear at the re-examination.

1.26.4 If any student fails in a sessional course(s) then s/he will have to appear at the sessional classes and exams to clear/pass the concern courses(s) in any of the next consecutive terms. His/her performance will be evaluated as per the marks distribution policy of sessional.

1.26.5 The student(s) must have to take recommendation of the mentor/student advisor to sit for the re-examination of failed course(s).

1.26.6 Re-examination will be conducted from 3rd week of the semester following the Term end exam.

1.27 **Backlog.** Following circumstances and rules will apply for backlog:

1.27.1 Students failing in maximum of two theoretical courses in a Term Final examination will be promoted to the next Term and will appear the re-examination of the failed course(s) at the end of that Term as per Academic schedule.

1.27.2 If the student fails again in the re-examination of the failed course(s), then the course(s) will be termed as “Backlog” course(s).

1.27.3 The Backlog student will be allowed to appear at the re-examination of the Backlog course(s) in the following Term only for once and have to clear/pass the “Backlog” subject(s) in the Backlog exam. Otherwise, he/she will have to retake the course in any of the subsequent terms.

1.27.4 A student appearing at the Re-examination of any Backlog course(s) will be eligible to get a grade as earned. A scheduled fee has to be paid by the students to register and appear at the re-examination of Backlog course(s).

1.27.5 A student will be allowed to appear at the Re-examination of maximum 4 theoretical courses (Backlog or Regular failed course(s)) in a single Term End Re-examination program.

1.27.6 The student(s) must have to take recommendation of the mentor/student advisor to sit for the re-examination of backlog course(s).

1.28 **Term Repeat.** Following circumstances and rules will apply:

1.28.1 If a student fails in three or more Theoretical Courses in the Term Final examination, then he/she will repeat the same Term with registration.

1.28.2 Students repeating a Term may seek exemption for that/those course(s) in which they have passed in the previous Term. If applied, then the previous grade of a particular course will be carried forward for his/her onward GPA/CGPA calculation. It implies that the student will not attend classes or appear at tests/examinations of the concerned course(s) in the Repeat Term.

1.28.3 Students repeating a particular Term (for example L-1 T-1) and failing again in three or more Theoretical courses/subjects in that Term will require approval from the Academic Council for further consideration.

1.29 **Improvement.** Following circumstances and rules will apply:

1.29.1 If a student obtains grade B or below B in a course, he/she will be allowed to appear the re-examination only once for that course for the purpose of grade improvement and he/she will be eligible to get a grade as earned. ***A student can appear in the improvement examination for a particular subject for the next three consecutive semesters and can appear at Maximum 6 courses in 4 years graduation program. These will be shown in the transcript.***

1.29.2 In case of improvement of a particular subject, the better grade/higher grade will be considered as the final grade for GPA calculation of the particular term.

1.29.3 The student(s) must have to take recommendation of the mentor/student advisor to sit for the Improvement exam of the course(s).

1.30 **Term Withdrawal.** Following circumstances and rules will apply:

1.30.1 In case of severe sickness, which lead to missing of more than 40% classes (supported by requisite medical documents), student(s) may be allowed to withdraw the term and repeat the whole term with re-registration with the regular term in the next academic session, subject to the approval of Academic Council, BAIUST. S/he will get a W grade in case of such term withdrawal.

1.30.2 If any student does not attend more than 40% classes without notification and prior approval, his/her term registration will be cancelled and His/ Her courses will be treated as “Incomplete”. S/he will have to repeat the term with re-registration in the next academic session, subject to the approval of Academic Council, BAIUST. S/he will get “I” grade in case of such term withdrawal.

1.30.3 However, If any student appear more than 60% classes but doesn't appear the exam after collecting the Admit Card of Exam, he/she will get “F” grade in such cases.

1.30.4 If any student does not attend classes for two consecutive terms without prior approval and is interested to continue from the next academic session, he/she will be penalized for each term and may be allowed to repeat the term with re-registration, subject to the approval of Academic Council, BAIUST. S/he will get F grade in case of such withdrawal of terms.

1.30.5 However, he/she will have to complete the whole undergraduate program within 06 (Six) academic year from the date of his/her registration.

1.30.6 The mentor/student advisor must have to recommend such kind of term withdrawal.

1.31 **Withdrawal from Program.** Following circumstances and rules will apply:

1.31.1 Failure to secure/achieve minimum CGPA of 2.25 in two consecutive Level will also lead to withdrawal of the student from the program.

1.31.2 If any student does not attend classes for two consecutive terms without notification and prior approval, he/she will be permanently withdrawn from the program.

1.31.3 In case of Term Repeat, students repeating a particular term (for example L-1 T-1) and if he/she fails again in three or more courses/subjects in that term will require the approval of the Academic Council for further consideration.

1.31.4 However, he/she will have to complete the whole undergraduate program within 06 (Six) academic year from the date of his/her registration. Otherwise, he/she will be withdrawn from the program.

1.31.5 The mentor/student advisor must have to recommend such kind of Program withdrawal.

1.32 **Withdrawal of Own Accord.** Following circumstances and rules will apply:

1.32.1 **Permanent Withdrawal.** A student who has already completed some courses and has not performed satisfactorily may apply for a permanent withdrawal.

1.32.2 **Temporary Withdrawal.** A student, if he/she applies, may be allowed to withdraw temporarily from the program, subject to the approval of academic council of the University, but he/she has to complete the whole program within 06 (Six) academic years from the date of his/her registration.

Note: The mentor/student advisor must have to recommend such kind of withdrawal.

1.33 **Conduct and Discipline.** During the stay in the University all students are required to abide by the existing rules, regulations, code of conduct. Students are strictly forbidden to form or be members of student organization or political party, club, society etc., other than those set up by university authority in order to enhance students' physical, intellectual, moral and ethical development. Zero tolerance will be shown in regards of sexual abuse and harassment in any forms and drug abuse and addiction in the campus.

1.34 **Expulsion/Withdrawal on Disciplinary Ground.**

1.34.1 **Unfair Means.** Adoption of unfair means may result in expulsion of a student from the program and so from the institution. The Academic Council of the University will authorize such expulsion on the basis of recommendation of the Disciplinary Committee. Following would be considered as unfair means adopted during examinations and other contexts:

1.34.1.1 Communicating with fellow students for obtaining help in the examination.

1.34.1.2 Copying from another student's script/report/paper.

1.34.1.3 Copying from desk or palm of a hand or from other incriminating documents.

1.34.1.4 Possession of any unauthorised document whether used or not.

1.34.2 **Influencing Grades.** Academic council of the University may expel/withdraw any student for approaching directly or indirectly in any form to influence a Teacher or University authority for grades.

1.34.3 **Other Indiscipline Behaviours.** Academic council of the University may withdraw/expel any student on disciplinary ground, if any form of indiscipline or unruly behaviour is seen in him/her which may disrupt the academic environment/ program or is considered detrimental to University's image.

1.34.4 **Immediate Action by the Disciplinary Committee of the University.** The disciplinary committee may take immediate disciplinary action against any student of the institution. In case of withdrawal/expulsion, the matter will be referred to the Academic Council of the University for post-facto Approval.

1.35 **Dress Code.** The University uniform has been finalized; students are advised to put on BAIUST Uniform when they are at the University Campus. The guidelines on the dress code are as under:

1.35.1 **Male Students.**

- 1.35.1.1 Shirt: Cream Colour (Full sleeve with monogram).
- 1.35.1.2 Pant: Black Colour.
- 1.35.1.3 Shoes: Black Colour (with socks).
- 1.35.1.4 Haircut: Trimmed.
- 1.35.1.5 Coats/Sweaters (during winter).

1.35.2 **Female Students.**

- 1.35.2.1 Kamij: Cream Colour (Full sleeve with Monogram).
- 1.35.2.2 Salowar: Chocolate Colour.
- 1.35.2.3 Dopatta: Chocolate Colour.
- 1.35.2.4 Scarf/ Hijab (if any): Chocolate or Cream Colour.
- 1.35.2.5 Ladies Shoes: Black Colour (with Socks).
- 1.35.2.6 Haircut: Decent.
- 1.35.2.7 Appropriate winter clothing/Shawl (during winter)

1.36 **Recognition of Performance.**

1.36.1 **Degree with honours.** Candidates for Bachelor's degree will be awarded the degree with honors if their overall GPA is 3.75 or better.

1.36.2 **Gold Medal.** Gold Medal is awarded to all students earning CGPA 4 at the end of the entire program and the first position holder in each dept earning a minimum CGPA of 3.8.

1.36.3 **VC's List and Dean's List.** VC's List certificate will be awarded to the graduating students based on their earned CGPA considering results of the entire program (Level 1 to 4). Dean's List of honor will be awarded each academic year. The required GPA or CGPA to be considered in the Dean's and VC's list award is as under:

Ser	Program	Certificate	
		VC's List	Dean's List
1.	Engineering	3.90 & Above	3.75 & below 3.90
2.	Non-Engineering	3.90 & Above	3.70 & below 3.90

1.36.4 **Other Scholarships and Stipends.** To be considered by the University authority in due course of time.

1.37 **Various Waiver on Tuition Fees.**

1.37.1 **Merit Based Scholarships.** This waiver will cover 14% students of every department as per the following criteria and percentage:

Percentage of Tuition Fee	Merit Range (department wise)	GPA Range	
		Engineering Course	Non-Engineering Course
40	Top 3%	≥ 3.90	≥ 3.85
20	Next Top 3%	≥ 3.80	≥ 3.75
10	Next top 8%	≥ 3.70	≥ 3.65

Notes:

- (1) If more member of students is found in a particular merit range, then merit positions within a given percentage will be determined by considering their gross scores and subsequently with core subject gross. Surplus number will be automatically shifted to the next level of merit range.
- (2) 100% tuition fee waiver for the highest CGPA holder of every department (only one) in the final term (8th Term) only.

1.37.2 **Tuition Fees Waiver for Freedom Fighter Children.**

1.37.2.1 During Admission (All Engineering and Non-Engineering Programs)/ 1st Term: 100 % waiver in Tuition Fees.

1.37.2.2 Subsequent Semester (All Engineering and Non-Engineering Program):

Ser	Grade (GPA)	Percentage of Waiver
1.	3.25 and above	100 % in Tuition Fees
2.	2.25 to below 3.24	50 % in Tuition Fees

1.37.3 **Tuition Fees Waiver for Siblings.**

1.37.3.1 One of the Siblings to be awarded 25% waiver off the Tuition Fees during Admission and subsequent Semesters.

1.37.3.2 Such Siblings are also eligible for Scholarship waivers as per their academic performances.

1.37.4 **Tuition Fees Waiver for Poor & Meritorious.** Eligible candidates stated as under will apply with necessary documents which will be duly verified by a Committee. Once confirmed, they will be entitled to receive tuition fee waivers mentioned below:

1.37.4.1 **Determination of poor students.**

- (a) Parents monthly income $\leq$ tk. 20,000/-
- (b) Economically disadvantaged (monthly $\leq$ tk.20,000 /- and orphans will get the priority.
- (c) Economic status is to be authenticated by the Chairman, Union Parishad and respective UNO.
- (d) Screening will be carried out through an interview Board/Committee.

1.37.4.2 **Remote and Underdeveloped Area.** The list of areas considered as remote and Underdeveloped to be determined as per private university act 2010.

1.37.4.3 **Tuition fee waiver Rate Vis-à-vis Merit.** Once an applicant's eligibility as poor and remote & under developed area as determined, then his/her tuition fee will be determined by the academic record as under.

Percentage of Waiver	Term	GPA/Score	
		Engineering	Non-Engineering
100	During Admission/1 st (Marks)	≥ 85	≥ 80
	2 nd - 8 th	≥ 3.90	≥ 3.85
75	During Admission/1 st (Marks)	≥ 70	≥ 65
	2 nd - 8 th	≥ 3.80	≥ 3.75
50	During Admission/1 st (Marks)	≥ 55	≥ 50
	2 nd - 8 th	≥ 3.65	≥ 3.60
25	During Admission/1 st (Marks)	≥ 40	≥ 40
	2 nd - 8 th	≥ 3.50	≥ 3.50

1.37.4.4 For academic excellence following will be provided to student;

- (a) Industrial Visit- (one day)-Tk 25 per student.
- (b) Industrial Attachment-Tk 100 per day per student.
- (c) Thesis/Project-Tk 5000 per student one time (only for level 4 students).

1.38 **Student Fee Structure.** As three engineering Universities have been operated in different locations. The fee structure (Including breakdown) of student will not be the same for the three Universities. Hence, individual fee structure of three Universities (BAIUST/ BAUST/BAUET) has been incorporated in this part. The individual university may follow its own student fee structure policies for the convenient. The student fee structure of BAIUST/BAUST/BAUET is as follows:

1.38.1 Student fee Structure.

1.38.1.1 Fee Structure for Engineering Dept (CSE/EEE/CE)

a. Fee Structure for Engineering Departments (During admission only).

Items	Amount(Tk)
Admission Fee (During Admission)	
Education Development fee	
ID Card Fee	
Security Money/Caution Money (During Admission)	
Library Admission (During Admission)	
Total	
Registration Fee	
Credit Fee (3200 per credit) for 20Credit hr.	
Lab & Training Equipment Maintenance Fee (Term wise)	
Exam Fee (Term wise)	
Centre Fee (Term wise)	
Medical Fee (Term wise)	
Sports Fee (Term wise)	
Student welfare Fee (Term wise)	
Total	
Grand Total	

b. Total cost to complete B.Sc. in CSE and CE.

Items	Amount(Tk)
Admission Fee (During Admission)	
Education Development fee	
ID Card Fee	
Security Money/Caution Money (During Admission)	
Library Admission (During Admission)	
Registration Fee (Term wise 12500 @ 8 Term)	
Credit Fee (3200 per credit) for total 162Credit hr.	
Lab & Training Equipment Maintenance Fee (Term wise 2500 @ 8 Term)	
Exam Fee (Term wise 10000 @ 8 Term)	
Centre Fee (Term wise 500 @ 8Term)	
Medical Fee (Term wise 100@ 8Term)	
Sports Fee (Term wise 100@ 8Term)	
Student welfare Fee (Term wise 500@ 8Term)	
Total	

c. **Total cost to complete B.Sc. in EEE.**

Items	Amount(Tk)
Admission Fee (During Admission)	
ID Card Fee	
Security Money/Caution Money (During Admission)	
Library Admission (During Admission)	
Registration Fee (Term wise 12500 @ 8 Term)	
Credit Fee (3200 per credit) for total 160Credit hr.	
Lab & Training Equipment Maintenance Fee (Term wise 2500 @ 8 Term)	
Exam Fee (Term wise 10000 @ 8 Term)	
Centre Fee (Term wise 500 @ 8Term)	
Medical Fee (Term wise 100@ 8Term)	
Sports Fee (Term wise 100@ 8Term)	
Student welfare Fee (Term wise 500@ 8Term)	
Total	

1.38.1.2 **Fee Structure for Business Administration Department (BBA) (During admission only).**

Items	Amount(Tk)
Admission Fee (During Admission)	
ID Card Fee	
Security Money/Caution Money (During Admission)	
Library Admission (During Admission)	
Total	
Registration Fee	
Credit Fee (1850 per credit) for 15Credit hr.	
Exam Fee (Term wise)	
Centre Fee (Term wise)	
Medical Fee (Term wise)	
Sports Fee (Term wise)	
Student welfare Fee (Term wise)	
Total	
Grand Total	

a. **Total cost to complete Bachelor Business Administration (BBA)**

Items	Amount (Tk)
Admission Fee (During Admission)	
ID Card Fee	
Security Money/Caution Money (During Admission)	
Library Admission (During Admission)	
Registration Fee (Term wise 12500 @ 8 Term)	
Credit Fee (1850 per credit) for total 126Credit hr.	
Exam Fee (Term wise 10000 @ 8 Term)	
Centre Fee (Term wise 500 @ 8Term)	
Medical Fee (Term wise 100@ 8Term)	
Sports Fee (Term wise 100@ 8Term)	
Student welfare Fee (Term wise 500@ 8Term)	
Total	

1.38.1.3 **Fee Structure for Bachelor of Arts in English (During admission Only).**

Items	Amount(Tk)
Admission Fee (During Admission)	
ID Card Fee	
Security Money/Caution Money (During Admission)	
Library Admission (During Admission)	
Total	
Registration Fee	
Credit Fee (1100 per credit) for 14 Credit hr.	
Exam Fee (Term wise)	
Centre Fee (Term wise)	
Medical Fee (Term wise)	
Sports Fee (Term wise)	
Student welfare Fee (Term wise)	
Total	
Total	

a. **Total cost to complete Bachelor of Arts in English**

Items	Amount (Tk)
Admission Fee (During Admission)	
ID Card Fee	
Security Money/Caution Money (During Admission)	
Library Admission (During Admission)	
Registration Fee (Term wise 12500 @ 8 Term)	
Credit Fee (1100 per credit) for total 124Credit hr.	
Exam Fee (Term wise 10000 @ 8 Term)	
Centre Fee (Term wise 500 @ 8Term)	
Medical Fee (Term wise 100@ 8Term)	
Sports Fee (Term wise 100@ 8Term)	
Student welfare Fee (Term wise 500@ 8Term)	
Total	

1.38.1.4 **Fee Structure for Bachelor of Arts in IS (During admission Only).**

Items	Amount(Tk)
Admission Fee (During Admission)	
ID Card Fee	
Security Money/Caution Money (During Admission)	
Library Admission (During Admission)	
Total	
Registration Fee	
Credit Fee (1100 per credit) for 14 Credit hr.	
Exam Fee (Term wise)	
Centre Fee (Term wise)	
Medical Fee (Term wise)	
Sports Fee (Term wise)	
Student welfare Fee (Term wise)	
Total	
Total	

a. **Total cost to complete Bachelor of Arts in Islamic Studies**

Items	Amount (Tk)
Admission Fee (During Admission)	
ID Card Fee	
Security Money/Caution Money (During Admission)	
Library Admission (During Admission)	
Registration Fee (Term wise 12500 @ 8 Term)	
Credit Fee (1100 per credit) for total 124Credit hr.	
Exam Fee (Term wise 10000 @ 8 Term)	
Centre Fee (Term wise 500 @ 8Term)	
Medical Fee (Term wise 100@ 8Term)	
Sports Fee (Term wise 100@ 8Term)	
Student welfare Fee (Term wise 500@ 8Term)	
Total	

1.38.1.4 **Fee Structure for Bachelor of Law (LLB) (During admission only).**

Items	Amount (Tk)
Admission fee (During admission)	
ID Card Fee	
Security Money/Caution Money (During Admission)	
Library Admission (During Admission)	
Total	
Registration Fee	
Credit Fee (Tk 1475 per credit) for 15 Credit hr	
Exam Fee (Term wise)	
Centre Fee (Term wise)	
Medical Fee (Term wise)	
Sports Fee (Term wise)	
Student Welfare Fee (Term wise)	
Total (1 × Semester Fee)	
Total	

a. **Total cost to complete Bachelor of Law (LLB).**

Items	Amount(Tk)
Registration Fee (Term wise Tk 12500 × 7 Term)	
Credit Fee (1475 per credit) for total 121 Credit hr)	
Exam Fee (Term wise Tk 10000 × 7 Term)	
Centre Fee (Term wise Tk 500 × 7 Term)	
Medical Fee (Term wise Tk 100 × 7 Term)	
Sports Fee (Term wise Tk 100 × 7 Term)	
Student welfare Fee (Term wise Tk 500 × 7 Term)	
Total (7 × Semester Fee)	
Grad Total	

Note: Students who will take Retake/Backlog/Improvement examination will pay credit fees as follows.

- (1) Engineering Departments Per credit Tk. 1060/-
- (2) Bachelor Business Administration Per credit Tk. 1060/-
- (3) Bachelor of Arts (Hons) in English Per credit Tk. 360/-
- (4) Bachelor of Law (LLB) Per credit Tk 490/-

1.38.1.5 **Term Repeat Fees.** The policies details as under:

Ser	Particulars	Courses		PerCredit Hour(Tk)
1	Repeat for poor Result	Engineering		3200
		Non-Engineering	BBA	1850
			English	1100
			LLB	1475

1.38.1.6 **Semester Withdrawal Fees.** The policies details as under:

- a. Term Withdrawal for one or two semesters (informed/not informed), the student has to pay Tk. 12,500 as registration fee for each semester.
- b. If any student wants to withdraw from a semester for any valid reason with proper documents, he/she must inform university authority before class starts and shall be waived from all fees.
- c. If any student does not attend two or more semesters consecutively, his/her admission will be cancelled. If he/she wants to continue again, he/she have to pay Tk. 30,000 as re-admission fee.
- d. If any student is awarded term withdrawal for any disciplinary action, he/she has to pay full credit fee.

1.38.1.7 **Inter-department Change Fees.**

- a. **Engineering to Non-engineering.** For department change TK 20,000 has to be paid. His/her current semester fee (any level/term) will be adjusted and transferred to new department and his/her all previous semester fee will be forfeited (if any).
- b. **Non-engineering to Engineering.** For department change TK 35,000 has to be paid. His/her current semester fee (any level/term) will be adjusted and transferred to new department and his/her all previous semester fee will be forfeited (if any).

LIBRARY POLICY

General

2.1 The aim of this policy is to make discipline in the Central Library of the University and to provide relevant books and other reading materials to students of various Departments and Faculties. It will be carried out by the Library Committee and Librarian is the Member Secretary of library Committee. Librarian is responsible for day to day running of the library who works under the supervision and guidance of that committee. This Policy contained four parts as mentioned one after another:

Library Organization and Operation.

2.2 **Membership of Central Library.** Library membership is open to all students, faculty members including full time/adjunct part time permanent staff (first class only), members of the Academic Council, Governing Body and Syndicate of the University.

2.3 **Organisation.** The library is organised in the following sections.

- 2.3.1 Administration Section.
- 2.3.2 Acquisition Section.
- 2.3.3 Processing and Classification Section.
- 2.3.4 Circulation and Lending Section.
- 2.3.5 Reference Section.
- 2.3.6 Reprographic and Audio-Visual Section.
- 2.3.7 Text Book Section.
- 2.3.8 Archive Section.
- 2.3.9 Cyber Centre.
- 2.3.10 Classified Section.

2.4 **Functions of Different Sections.**

2.4.1 **Administration Section.** It is responsible for general administration of the library. This section is also responsible for keeping liaison with various University libraries, like BUET, MIST and any other prominent libraries in order to facilitate inter library loan facilities; and to enable students to use their library services.

2.4.2 **Acquisition Section.** This section shall collect demand of books from faculties, assess requirement and availability of fund and arrange purchase.

2.4.3 **Processing and Classification Section.** After a book, journal, report, etc is acquired, it shall be classified and decision to be taken as to where to place the item. The item will also be properly catalogued and included in the search list in this section.

2.4.4 **Circulation and Lending Section.** This section is responsible for shelving, issuing and lending books. It will keep record of lending books. It will also arrange books according to classification system and maintain catalogue cards.

2.4.5 **Reference Section.** This section consists of dictionaries, encyclopaedias, research papers, internship reports, thesis, lecture papers, seminar papers, question papers of previous exam and all journals. It will also maintain all reference copies as well as rare publications. Normally these items are not issued. However, required portion of reference materials may be photocopied from the reproduction section if required.

2.4.6 **Reprographic and Audio-Visual Section.** This section is responsible for arranging photocopying facility demanded by staff/students/Instructors.

2.4.7 **Text Book Section.** This section is to maintain all text books and supplement text materials for all courses. It may also preserve lecture notes prepared by concerned instructor.

2.4.8 **Archive Section.** It is responsible for preserving bound newspapers, magazines and all publications. User can make photocopy from bound newspapers and bound magazines on payment from reproduction section (if required).

2.4.9 **Cyber Centre.** In this centre users can browse Internet and can take print related materials on payment.

2.4.10 **Classified Section.** Other related books which are not relevant to all users of the library and warrant security measures, will be kept here for the use of concerned personnel only.

2.5 **Locating Books and Other Reading Materials.**

2.5.1 **Books.** All search for books and information materials are to be done by the processing section. However, search for a book or reading material will be done as follows:

2.5.1.1 **Computer Search.** A computer terminal is installed in the library counter to help users to obtain details about any reading materials held in the library according to classification of all procured materials.

2.5.1.2 **Manual Search.** For manual searching the following procedures are followed:

2.5.1.2.1 If the name of author is known, the reader can search for it in the Author Cards arranged in alphabetical order.

2.5.1.2.2 If the reader knows the title or name of the book, then the Title Cards should be consulted.

2.5.1.2.3 When the reader does not know either the name of the author or the title of the book, the subject index should be consulted. A list of subject index should be available in the library.

2.5.2 **Lecture/Seminar Papers.**Copies (both printed and digital form) of lectures given by guest speakers, and seminar papers are kept in the Reference Section and are arranged according to their serial number given in the appropriate register.

2.6 **Library Stocks.**The library obtains books and other reading materials from the following sources:

2.6.1 Purchased from the library budget allotted by university.

2.6.2 Books, pamphlets/précis published by the Ministry of Defence (MOD), services headquarters and inter service organisations.

2.6.3 Materials received on complimentary basis from different organisations/institutions/individuals both from home and abroad. While maintaining the stock of reading materials the source should be specifically mentioned.

2.7 **Borrowing Policy.**Following policy will be adhered for borrowing books from the library:

2.7.1 Library Members may borrow books through Library Management Software. Only the owner of a library registered ID is authorized to borrow materials on his or her card. Borrower must present valid ID/Library card at the time of checking out library materials and visiting library. Reference/Confined books can be read only in the library and cannot be borrowed.

2.7.2 Officers and other members (only pre nominated ones) of their families may borrow books. Only English and Bengali fictions/books on hobbies and children books notmore than 2 at a time will be issued to the readers for a maximum period of 7 (seven) days.

2.7.3 All permanent staff (first class officers only), faculties and students may borrow books by filling up the Borrower's Card shown at Annexure B, to Part 6, Chapter 2. All membersexcept permanent staff, faculties and students may borrow book by filling up the Book Borrow Request Form shown at Annexure C, to Part 6, Chapter 2.

2.7.4 Library will maintain the Book Cards shown at Annexure D, to Part 6, Chapter 2for record of issue. Library Card shown at Annexure E, to Part 6, Chapter 2 will be issued to every member, which will be used during issue/receipt of books/reading materials. This card will be considered as identity card of the members of the library. Each member shall fill up the Membership Form as shown at Annexure F, to Part 6, Chapter 2.

2.8 **Loan Policy.**Books are normally issued on loan from the library against the individual book card/through library software. Following procedures will be followed in respect of issuing books/reading materials on loan:

2.8.1 **Loan/Issue of Books.**

2.8.1.1 New books will not be issued before those are classified/ catalogued.

2.8.1.2 Normally not more than 5 books are issued at a time. The normal loan period of books is 14 days. However, teachers/instructors may borrow any number of books as per their requirement for whole term/semesters.

8.1.3 Members are required to sign for each book borrowed on the book card prepared by the library staff.

2.8.1.4 Books are liable to be withdrawn before the date if required for any special purpose.

2.8.1.5 When a student or permanent staff leaving the University permanently, he/she will be required to take clearance certificate from Librarian.

2.8.1.6 All books will be issued through prescribed book card of the University library/Library Software.

2.8.1.7 If authority feels the necessity of depositing books/publication in the library, an individual borrower has to deposit issued books/publications immediately.

2.8.2 **Books/Newspapers/Magazines/Periodicals/Journals.** ReferenceBooks/Confined Books, Current newspapers, magazines, periodicals and journals will not be issued. The books may be issued this way:

2.8.2.1 **Return of Books.** Books, which are to be returned, will be handed over to the library Circulation Officer/Staff of the library. It will be the responsibility of the borrower to ensure that the book returned by him/her is checked in through software/recorded on the book card.

2.8.2.2 **Books Overdue.** If books are not returned in time, fine TK5.00 (Taka Five) per day per book (including holidays) will be charged from the individual concerned. In case of reference/confined item(s), fine TK 50.00 (Taka Fifty) will be charged for each item per day. Any amount of fine from the individual concerned may be reduced or write-off by the Librarian/In Charge of the Library for valid reason.

2.8.2.3 **Reservations.**If a member requires a book, which is already issued, he/she should fill in the reservation slip available in the counter. He/she will be informed on receipt of the book in the library and given 3 days' time to collect it, failing of which will mean that the book may be issued to the next borrower on the waiting list.

2.9 **Loss of Books/Reading Materials/Official Publications.**

2.9.1 **Loss of Books/Reading Materials.**Borrowers are responsible for all books/reading materials issued to them and will be required to pay the double of the present price of any book lost or damaged. In the case of new, important and rare books/reading materials the cost to be realised will be up to three times the present price of the book. If the book is a part of set containing more than one volume, the borrower will be required to pay for the whole set. If pages, illustrations/pictures are missing at the time of return, the borrower will be required to pay the cost of the whole book. The book/item(s) will be replaced if available from the amount received and the remaining amount will be deposited to the university fund after replacement.

2.9.2 **Loss of Publications/Documents.**

2.9.2.1 In case of loss of restricted documents, a Court of Inquiry is to be held. The replacement cost, if realised from the individual concerned as per the recommendations of the court, will be deposited to the university fund.

2.10 **Care of Library Materials.**

2.10.1 Proper care of library materials is to be ensured by the library staffs and the users. Following are the guidelines:

Care and Maintenance by Library Staff.

2.10.1.1 All shelves are to be cleaned every day and books turned over fortnightly to ensure protection against damage by insects/fungus.

2.10.1.2 Weekly spray of insecticides and replacement of mothballs (naphthalene) must be done at least once in a month.

2.10.1.3 All worn out covers/spines of books and reading materials are to be regularly checked and repairs to be carried out as necessary.

2.10.1.4 While receiving, the counter personnel are to check the pages of borrowed reading materials for damage/defacing and report any such occurrence immediately to Librarian. A record of such damage is to be maintained in a separate register duly signed by Librarian.

2.10.1.5 All lights/fans, air conditioner and electrical appliances used in the library are to be switched off prior to closing the library.

Care and Maintenance by Readers.

2.10.1.6 All reading materials are to be handled with utmost care to ensure long life.

2.10.1.7 Defacing or writing notes/markings on books, pamphlets and periodicals is forbidden. If done, it will be considered, as wilful damage and the individual concerned will be charged the full replacement cost as fine. If pages, illustrations/pictures are found missing at the time of return, the borrower will be required to pay full cost of the book. These amounts will be deposited to the university fund. The damaged material will be retained in the library and marked as such.

2.11 **Classification.** Books are to be arranged on the shelves according to the Dewey Decimal Classification Scheme (DDCS).

2.12 **Computer Facilities.** The library has integrated software for library management, which contains all book data and member particulars. The readers can know the availability of any book by using the title of the book, name of author and subject. In addition, internet facilities are also available in the library.

2.13 **Reproduction Facilities.** The reproduction facility from the PPC (Plain Paper Copier) machine placed in the Reproduction Room is available only for copying the University library materials. Request for PPC facilities will be made on payment (rate will be decided by the VC the University) when it is unavoidable i.e., the book cannot be taken out of the library. Only one copy of the reproduction will be made and the number of pages to be copied should not normally exceed 100 without prior authority from instructor concerned. Demands for making PPC are to be placed to the Library counter at least 12 hours in advance. Immediate reproduction cannot be carried out. Scanning facilities are also available in the Reproduction Section of the Library.

2.14 **Internet and On-Line Printing Facilities.** Cyber Centre of the library provides internet browsing facilities to all members. Students and instructors may utilise on-line printing facilities on payment. Printing charge shall be determined by the VC the University.

2.15 **Security of Library.** Individual reader is to enter his/her name in the library register before entering the library. After working hours, all doors and windows of the library will be securely closed and the keys will be deposited to duty clerk for keeping in the key box. However, electronic security arrangement for the library materials is also available in limited scale.

2.16 **Carrying Briefcase, Books/Pamphlets into Library.** Briefcases, books/pamphlets, personal reading materials, etc are not to be carried into the library. However, in special circumstances loose sheets or class notes may be carried and the item is to be shown to the counter personnel during entry and exit.

2.17 **Use of the Library**

2.17.1 **Timing of Library.** Library will remain open from 0800hrs to 1600hrs. Library timings may be changed/increased subject to the approval of the VC. Library will remain closed on Fridays, Saturdays and all Govt holidays.

2.17.2 **Smoking and Eating inside the Library.** Smoking and eating of any food inside the library are prohibited.

2.17.3 **Observance of Silence.** Strict silence is to be observed inside the library at all times.

2.18 **Library Budget.**

2.18.1 A fixed amount is placed annually at the disposal of the VC the University by to meet the purchase of reading materials and other library expenditure. Account Officer maintains the account for this grant.

2.18.2 Librarian will place the demand to Treasurer for necessary sanction of any amount, required for any procurement of reading materials. VC is the approving authority in this regard.

2.19 **Authorised Expenditure out of Library Budget.** Expenditure on the following heads is authorised out of library budget:

2.19.1 Purchase of books and all other reading materials as deemed necessary by the University authority.

2.19.2 Purchase of any material required in connection with the upkeep of the library.

2.19.3 Any other purposes which will improve the standard of the library.

2.20 **Procurement of New Book.** Besides regular purchases by the University, services headquarters and civil institutions (e.g. Asia Foundation, BUET, Dhaka University etc) will be approached to provide relevant books consonant with the University curriculum. Detail procurement policy is laid down in part-III.

2.21 **Stock Taking of Library Materials.**A 100 % physical stock check of all the library materials will be carried out at least once in every calendar year and during the period of handing/taking over of the library.

2.22 **Depreciation and Condemnation of Library Materials.**

2.22.1 Depreciations including losses of library materials due to various reasons are usually not acceptable. Lost items will be replaced with the fine collected from the concerned users. However, if the lost materials cannot be found in the market, the same may be written off from the stock with due approval of the VC.

2.22.2 Condemnation of old/obsolete/unusable books, journals, magazines, newspapers/other reading materials will be carried out once in a year, by a board of officers. The condemned articles will be sold or burnt in presence of the board. Amounts derived from the sale will be deposited to the university fund.

2.23 **Departmental Library.**Each certificate awarding departments shall have departmental/seminar library. Along with reference books (loan from central library) thesis/term papers, project papers, technical journal etc will be kept available in the departmental for students and faculty members.

2.24 **Book Shop.**A Book Shop shall be run by the University. All types of text and reference books and writing materials shall be kept available in the Book Shop for sale. Students and faculty members may purchase books and writing materials from the Book Shop. Librarian and Director (R&D) wing shall have close monitoring on the functioning of the Book Shops.

Charter of Duties-Library Staffs

2.25 **Librarian.** Librarian is responsible to VC/ Pro VC of the university for the following:

2.25.1 To run day-to-day functioning of the library.

2.25.2 To prepare long term and short-term plan for procurement of books/reading materials.

2.25.3 To utilise the library fund properly before the end of the financial year.

2.25.4 To make necessary correspondence at home and abroad on behalf of the University on library matters.

2.25.5 To ensure security of men and materials of the library.

2.25.6 To control, supervise and detail the duties of the library staffs.

2.25.7 To act as Member Secretary to the Library Committee.

2.26 **Assistant Librarian.**Assistant Librarian is responsible to the Librarian for the followings:

2.26.1 To provide reference service to library users.

2.26.2 To check and scrutinise bills for payment.

- 2.26.3 To carry out the technical supervision to the library.
- 2.26.4 To provide a first-time enquiry services for users of the University.
- 2.26.5 To assist the Librarian and deputise for him/her in his/her absence.
- 2.27 **Classifier.** Classifier is responsible for the following:
 - 2.27.1 To select the subject heading.
 - 2.27.2 To do classification and numbering of books (under the supervision of the Librarian).
 - 2.27.3 To check book/catalogue cards.
 - 2.27.4 To write on spines.
 - 2.27.5 To ensure Call Number on book spines.
 - 2.27.6 Lending assistance of shelving books.
 - 2.27.7 Checking duplicates.
 - 2.27.8 Any other tasks assigned by the Librarian.
- 2.28 **Cataloguer.** Cataloguer is responsible for the following:
 - 2.28.1 Cataloguing of books and other reading materials.
 - 2.28.2 Filling of various library cards/forms.
 - 2.28.3 Accessioning of books/pamphlets/bound journals etc.
 - 2.28.4 Cross checking duplicates.
 - 2.28.5 To assist the library counter.
 - 2.28.6 Maintenance of paper clipping files.
 - 2.28.7 Lending of reading materials through circulation section.
 - 2.28.8 Any other tasks assigned by the Librarian.
- 2.29 **Library Assistant.** Library Assistant is responsible for the following:
 - 2.29.1 Check out and check in library materials.
 - 2.29.2 Receive letters, periodicals, books, journals and magazines.
 - 2.29.3 Collect overdue fines.
 - 2.29.4 Distribute & receive library membership form.
 - 2.29.5 Process new materials including books, magazines, journals and audio-visual materials.
 - 2.29.6 Check patron status to provide clearance
 - 2.29.7 Any other tasks assigned by the Librarian.

2.30 **Book Sorter.** Book Sorter is responsible for the following:

2.30.1 Sorting library books according to call numbers

2.30.2 Assist students and teachers in location of print and non-print resources.

2.30.3 Assist in circulation service for check in and checkout library materials.

2.30.4 Process new arrivals

2.30.5 Organize library materials

2.30.6 Shelve and display of books, newspapers, periodicals and new arrivals, etc.

2.30.7 Any other tasks assigned by the Librarian.

2.31 **Library Attendant.** Library Attendant is responsible for the following:

2.31.1 Arrange chairs and tables of the library reading area.

2.31.2 Collect and provide newspapers on the newspaper desk.

2.31.3 Assist users in printing and photocopying service.

2.31.4 Assist users in searching of library resources and finding/tracing of misplaced items.

2.31.5 Collect parcels from outside of the university.

2.31.6 Prepare books, periodicals, newspapers, and other documents: depending on the requirements i.e. stamping, pasting book label, book pocket, book tag and due date slip etc;

2.31.7 Any other tasks assigned by the Librarian.

2.32 **Binder.** Binder is responsible for the following:

2.32.1 Binding of magazines, journals, damaged books, etc.

2.32.2 Sorting out damaged books from shelves.

2.32.3 Pasting of:

2.32.3.1 Book spines.

2.32.3.2 Book pockets.

2.32.3.3 Due slips.

2.32.3.4 Bound journals.

2.32.3.5 Bound newspapers.

2.32.4 Numbering and stamping new books.

2.32.5 Any other tasks assigned by the Librarian.

2.33 **PPC Operator.** PPC Operator is responsible for the following:

2.33.1 Operate the PPC machine.

2.33.2 To ensure that all demands in respect of reproduction are fulfilled.

2.33.3 Maintenance and cleaning of machine.

2.33.4 To keep machine serviceable.

2.33.5 Any other tasks assigned by the Librarian.

2.34 **Messenger.** Messenger is responsible for:

2.34.1 Cleaning:

2.34.1.1 All furniture including bookshelves.

2.34.1.2 Doors/windows including vanishing blind, ceiling etc.

2.34.1.3 Store room.

2.34.1.4 Books, magazines and pamphlets.

2.34.2 Carrying files, mails and all reading materials within the University.

2.34.3 Any other tasks assigned by Librarian.

Procurement Policy of Books/Journals/Newspapers

2.35 **General.** Selection and procurement of various kinds of books and reading materials will be done as explained in the following paragraphs.

Books

2.36.1 **Selection of Books.** For purchasing by the University, librarian will collect and circulate list of books among the members of Library Committee. The Library Committee will prepare procurement list for submission to the Vice Chancellor for approval. Faculties, staffs and students will be asked to make purchase proposal through circular twice a year. At other times, they may also make purchase proposals in the “Suggestion Book” placed in the library counter. Detail procedures are as follows:

2.36.1.1 After making a preliminary selection (and after having checked that the books are not already in the library) librarian will forward the catalogues/book lists/stock lists to President Library Committee for his selection. List of books (if any) suggested by instructors, students and other officers would also be forwarded to him. A consolidated list will be prepared and circulated to the members of the Library Committee.

2.36.1.2 Once the list has been finalised it will be put up to Vice Chancellor for final approval and financial sanction. Locally available books will be procured by the Library Committee. Local leading book sellers will be asked to procure/import the non-available books from abroad and supply to the library ASAP. Books, which are locally unavailable, may be purchased from abroad through the local suppliers.

2.36.1.3 From time to time, Librarian will visit the leading book sellers/shops, to inquire about books of our area of interest and display those for selection by the members of the Library Committee. Other instructors/officers may also be requested, through a circular, to make their choice/selection.

2.37 **Selection from Catalogues/Book Lists/Suggestion Book Register**

2.37.1 A register will be maintained in the library for readers to recommend details of books, which may be purchased.

2.37.2 Catalogues/book lists of new arrivals and vital interest will be procured by Librarian and put on display in the library for selection by readers.

2.37.3 It has to be ensured that there is no duplication in the list of purchase. More than one copy of important books may be procured for the students.

2.37.4 Prior to placing purchase order, VC's approval will be obtained.

2.38 **Non-Professional Books.** Books of the following nature may be purchased for the library:

2.38.1 Books on religion and biography written in Bangla and English.

2.38.2 Bangla fiction/poetry.

2.38.3 English fiction/poetry.

2.38.4 Recreational (sports, cooking, sewing, gardening, etc).

2.38.5 Books on literature, history, heritage and culture.

2.38.6 Books on education, both military and civil.

2.39 **Journals/Newspapers**

2.39.1 **Selection/Renewal Procedure**

2.39.1.1 The Library Committee is to keep under review the list of periodicals/journals/magazines which are being subscribed. The Committee is to periodically review the relevance of these periodicals/journals/magazines.

2.39.1.2 The committee is also to carry out an annual review by April each year and put up to VC for his approval of subscription to the journals/periodicals for the next financial year (July to June).

2.39.2 **Procurement/Subscription.** Approved journals/Magazines/Periodicals will be procured through the local suppliers in local currency.

2.39.3 **Newspapers/Magazines (Purchased from Hawker).** Bangla and English Newspapers will be kept in the library. Types and quantity will be decided subject to the approval of the VC of the university. These newspapers will be stored very carefully. After every 3 or 4 months, these will be sold off. Sale proceeds will be deposited to the university fund.

2.39.4 **Journals of General and Technical Interest.** One copy of the foreign journals of general interest (e.g. Asia Week, Newsweek, Time, Economic Review, Reader's Digest, etc) is to be kept in binding form and termed as reference item. The duplicate/triplicate copies of these journals may be sold off after 1 years of the publication by a duly constituted board of officers after obtaining necessary approval of the Vice Chancellor. The technical journals are to be sent to the respective departmental/seminar library after one year.

Review of the Library Policy

2.40 Library policy is a guide line of the library by which library activities will be governed. It is not a fixed policy. This library policy may be reviewed, revised or upgraded by the Library Committee with the consent of the Vice Chancellor of the University as and when felt necessary. But the same shall have to be approved by the Academic Council of the University before its implementation.

By order of the authority



(Dr. Md. Sohel Al Beruni)

Registrar

Bangladesh Islami University